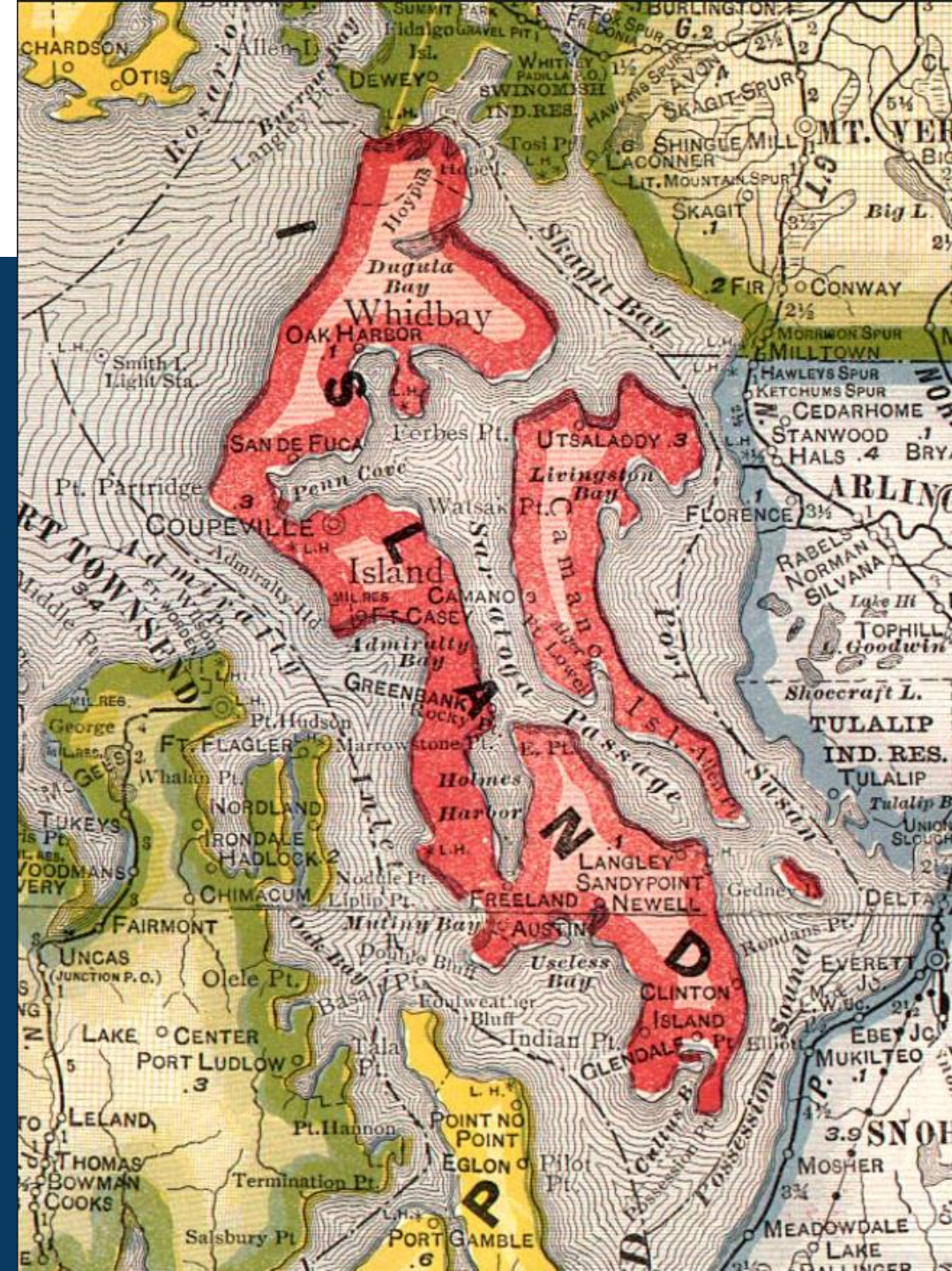


ISLAND COUNTY PLANNING COMMISSION

Welcome to 2023
Training Session



WHY TRAINING MATTERS

To ensure that you receive all tools and information that you need to be successful.

- Members of the Planning Commission plan an essential role in influencing policy that affects our County.
- It is important that each member stay informed about current issues, legislative activity, statutes, and even events which may affect decisions.
- Members are expected to attend each meeting prepared to discuss the topics.
- Planning Commission created: ICC 16.09.020
- Rules and Records: RCW 36.70.140



WHAT YOU NEED TO KNOW

Although you are serving as a volunteer, did you know that in many cases the law treats commissioners the same as employees?

Following Roberts Rules of Order assists in conducting productive meetings.

Typical Order of Business

- Call to Order
- Approval of Minutes from previous meetings
- Citizen comments
- Consent, Action, and Discussion Items
- Other Business
- Adjournment

All minutes, recordings, and documents of the Planning Commission are open to being disclosed and are a matter of Legal Record. The Planning Department follows state regulations on retention of these items.



ELECTING YOUR OFFICERS

Chair and Vice Chair

Election of officers shall take place each year at the first meeting in February

The Term shall run until the subsequent election

These two positions will be elected from the current appointed members by a majority vote

The Chair's Responsibilities

- Run the meeting
- Maintain order
- Keep business moving
- Manage public testimony

The Vice Chair's Responsibility

- Run the meeting in the Chair's absence



THE COMMISSION'S PRIMARY FUNCTION

is to submit advice and recommendations to the Island County Board of Commissioners

Research, obtain public input, and make recommendations as it pertains to the Comprehensive Plan

There are three members representing each district for a total of 9 Commissioners

- All meetings shall be held in accordance with the Open Public Meetings Act, RCW 42.30
- If a Planning Commissioner will be absent, they must notify the Chair, Planning Director, or Commission Secretary prior to the meeting
- A majority of the total seats (5 out of 9) of the Commission shall constitute a quorum



MEETINGS

The Island County Planning Department Long Range team provides each Commissioner pertinent information in a timely manner. This allows members to be ready to discuss or make decisions at scheduled meetings.

Schedule is as follows:

- Island County Planning Staff aim to email documents 10 days prior to meetings.
- Meetings are 2nd and 4th Mondays @ 2pm each month to including Public Hearings.
- Planning Staff provides Planning Commission's outcome to the Board of County Commissioners



EMAILS

Island County requires dedicated email addresses for all commissioners to use for their Planning Commission correspondence. Planning Commission emails are subject to public records disclosure. Use of a dedicated Planning Commission email address will protect your private email and information from being disclosed in a public records request.

Process:

- Create a dedicated email on the service of your choice.
- Email Layla from your dedicated email to set up our list of official Commissioner emails.
- Commissioners with an @islandcountywa.gov email address are welcome to continue using it and must follow all multi-factor authentication requirements according to Island County policy.



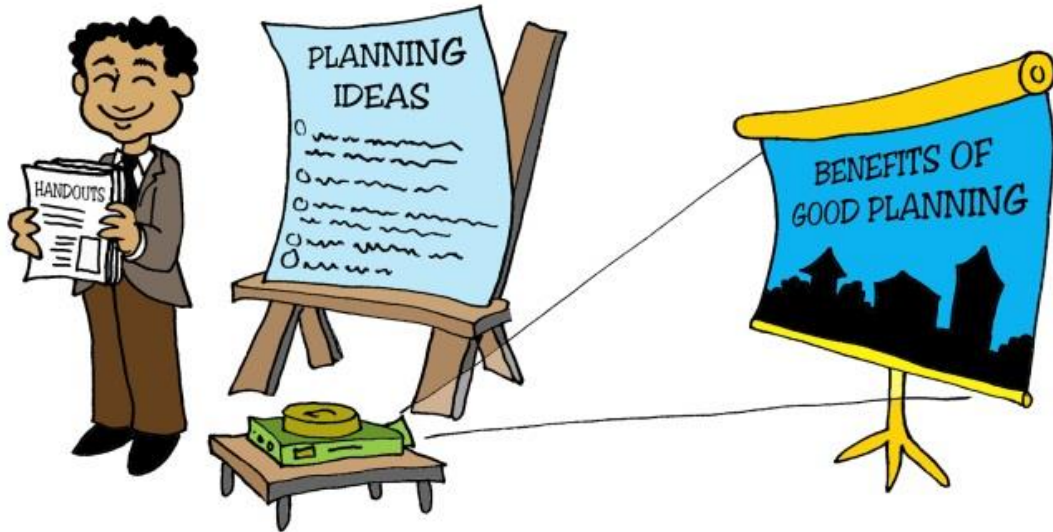
WHY YOU WERE CHOSEN

You were chosen by your District Commissioner because they trust that you will represent your District and invest time on the issues at hand.

- Don't form an opinion before knowing all the facts.
- Take time to research further about the issue.
- Visiting the site can help you become more familiar with the issue.
- Encourage your neighbors or friends who have ideas on the issue to attend and speak during public comment.



PREPARE FOR YOUR MEETING



- Read through all documents ahead of time. Staff will only provide an overview of the issues at hand at the meetings.
- If you have questions, don't wait to ask them at the meeting, prepare by reaching out to the Program Coordinator ahead of time. They can route your questions appropriately and get you the answers you need.
- Should you need maps, or other visuals to assist your decisions, contact the Planning staff ahead of time.
- You may feel it is necessary to visit sites prior to the meeting, if doing so reach out to the property owner beforehand.
- Prior to your meeting have your thoughts and comments written down and ready to share with the members.
- Reach out to your District Commissioner for their input on the subject matter.
- Don't formulate a decision until you have considered public comment.

BE CAUTIOUS OF...

Conflicts of Interest

As an appointed member serving on the Planning Commission, you should not be beholden to any special interest of the issues.

If you feel you have a conflict, you should abstain from the vote.

Ex Parte Contact

This occurs whenever someone tries to influence or secure your vote, outside of a public meeting. The most effective way to avoid ex parte contact is to avoid planning commission discussions outside of your meetings. Persons interested in discussing the issue should attend the public hearing and comment at the appropriate time.



PUBLIC INPUT

The public hearing is an opportunity for you to listen and hear what others think about the topic.

Public Hearing Process:

- Chair opens the public comment.
- Chair asks that commenters to State their Name and Address.
- Chair allows 2-3 minutes for their input. Commissioner's secretary will keep Chair aware of time.
- Chair reminds commenters to direct all questions to the Chair not members or staff.
- The Chair writes down questions that came up during public comment.
- After all commenters have been heard Chair closes the Public comment.
- The Chair then reviews questions and calls on members or staff to respond to the pertinent questions.
- This is not an opportunity for back-and-forth discussions between members of the commission or staff with the commenter. The commenter should have made their comments during their allotted time.



Remember, by keeping your meeting on schedule and timing commenters, it allows each commenter to be treated equally in terms of being heard, others waiting to comment may not have hours to wait and want to have an opportunity to make comment.



OPEN PUBLIC MEETINGS ACT CERTIFICATION

- Required every three years
- New members are required to become certified
- There have been updates for the changes to public meetings post-COVID
- We will be watching the OPMA certification training (18 min) from the Secretary of State and certifying each member following.
- <https://www.atg.wa.gov/lesson-3-open-public-meetings-act-rcw-4230>
- Full of great information to keep our meetings in compliance with state law
- Please fill out and return your certificates to the Commission Secretary by the end of the week.

SNEAK PEEK AT 2023 DOCKET AND WORK PLAN

2023 Docket Items

| Project Name | Estimated Timeline | Other Departments |
|--|--------------------|-------------------|
| ICC 17.05A – Shoreline Master Program (SMP) Periodic Review and Update | 3-6 months | |
| ICC 17.04A - Ebey's Landing Periodic Review and Update | 3-6 months | |
| Buildable Lands Program – Island County Comprehensive Plan <ul style="list-style-type: none">Countywide Planning Policy Update of Buildable Lands MethodologyGrowth Tracking System and Buildable Lands System Set UpBuildable Lands AnalysisShort-term Rental Analysis | 9-12 months | |
| ICC Title 11 – Land Development Standard | 9-12 months | Public Works |
| ICC 12.xx – Complete Streets | 9-12 months | Public Works |

2023 Work Plan Items

| Project Name | Estimated Timeline | Other Departments |
|--|--------------------|-------------------|
| Comprehensive Plan Update (Grants/Preliminary) | 6-9 months | |
| Ebey's Design Guidelines | 6-9 months | |
| Clinton Gateway | 6-9 months | |
| Clearing & Grading Permits | 3-6 months | Public Works |



QUESTIONS?

We thank you for serving our community

Long Range Planning Team

John Lanier – Senior Planner

Lucas Clark – Associate Planner

Layla Tromble – Secretary



Mary Engle – Director
Jonathan Lange – Assistant Director

